

PREPARE IN DUPLICATE

1. TITLE OF REPORT **Packing & Crating Weekly Activity Log**

CLASSIFICATION ☐ **STAT**
 REPORT ☒ **NARRATIVE**
☐ **MACHINE-NAME LISTING**

3. FUNCTIONAL AREA ☒ **PERSONNEL**
☐ **LOGISTICS**
☐ **MEDICAL**
☐ **TRAINING**
☐ **SECURITY**
☐ **FINANCE**

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED
1

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Weekly

6. DISTRIBUTION (No. of components not number of copies)
1

7. FORMAT (memorandum, form, computer print-out, etc.)
Ditto Copy

8. ADP PROCESSING
☐ **YES** IF YES GIVE ADP PROCESSING NO.
☒ **NO** **N/A**

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Chief of []

10. PREPARING COMPONENT (include lowest level contributing information to report)
Packing & Crating Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|--|---|-----------------|--|---|----------------------------|
| GS-6 | \$4.09 | Half Hour | | \$2.05 | 52 | | \$106.60 |
| GS-11 | \$5.91 | 1/4 Hour | | \$1.47 | 52 | | \$ 76.96 |
| | | | | | | | Total Cost Per Year |

34 hours

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

183.56

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Packing & Crating Weekly Activity Log is to inform top management of various projects that have been completed and/or still outstanding and is used as a tool to determine the amount of space that is required.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
☒ **RETAIN AS IS** ☐ **OTHER (explain)**
☐ **CHANGE**
☐ **DISCONTINUE**

ESTIMATED SAVINGS
 MAN-HOURS **STAT**
 DOLLARS

16. DATE OF INVENTORY

FURNISHING INFORMATION

18. EXTENSION

28 Sept. Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120012-1